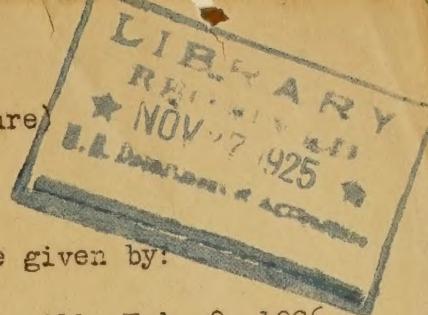


Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

TENTATIVE OUTLINE OF COURSE IN BULLETIN WRITING

(Educational Courses, U. S. Department of Agriculture)



A. Introductory and Historical

Lecture No.

To be given by:

1. Outline of the course and the problems involved	M. C. Merrill	Feb. 9, 1926
2. Historical development of bulletin writing	M. C. Merrill	Feb. 11, 1926
3. Historical development of bulletin writing	M. C. Merrill	Feb. 16, 1926

B. Differentiating Types of Bulletins

4. Considerations involved in classifying bulletins N. A. Crawford Feb. 18, 1926
5. Characteristics of a technical bulletin M. C. Merrill Feb. 23, 1925
6. Characteristics of a popular bulletin N. A. Crawford Feb. 25, 1926
7. Suggestions and criticisms regarding the C. W. Warburton Mar. 2, 1926
department series of publications

C. Technique and Fundamentals of Writing

8. General principles in the technique of writing	N. A. Crawford	Mar. 4, 1926
9. The collection and segregation of data	E. W. Allen	Mar. 9, 1926
10. Organization of the material	H. A. Smith	Mar. 11, 1926
11. Clearness, precision, and choice of words	L. C. Everard	Mar. 16, 1926
12. Brevity v. slovenliness and redundancy	L. C. Everard	Mar. 18, 1926
13. Standards of grammatical technique	W. H. Cheesman	Mar. 23, 1926
14. Standards of grammatical technique	Katherine Smith	Mar. 25, 1926
15. Modern composition and technical writing	M. C. Merrill	Mar. 30, 1926
16. Bibliography and citations	Claribel R. Barnett	
		Apr. 1, 1926

D. Miscellaneous Technique

17. Preparation of tables	C. F. Hunn	Apr. 6, 1926
18. Illustrations and legends	R. P. Currie	Apr. 8, 1926
19. Technique of reproducing illustrations	J. H. Stevenson	Apr. 13, 1926
20. Technique of printing	F. D. Smith	Apr. 15, 1926

E. Bulletins from the Writer's Viewpoint

21. The popular bulletin as a writer sees it C. B. Smith Apr. 20, 1926
22. The technical bulletin as a writer sees it C. R. Ball Apr. 22, 1926

F. Bulletins from the Editor's Viewpoint

23. General editorial standards	H. A. Smith	Apr. 27, 1926
24. The bureau editor's conception of the problem	J. M. Pickens	Apr. 29, 1926
25. The bureau editor's conception of the problem	J. C. Marquis	May 4, 1926
26. Editorial technique	J. C. Marquis	May 6, 1926
27. Proof-reading and the finished product	M. C. Merrill	May 11, 1926

G. Bulletins from the Reader's Viewpoint

28. Measuring bulletins by the reader's yard stick A. B. Graham May 13, 1926
29. A critical analysis of present scientific publications K. F. Kellerman May 13, 1925
30. Agricultural bulletins from the farmer's viewpoint R. W. Dunlap May 20, 1926

(S) 16. 18. 20. 22. 24.